

United States Bankruptcy Court - Western District of Virginia

**Reference Guide**

Application for Compensation - Debtor's Counsel/Ch 11 Professional - This event is to be used by debtor's counsel and professionals in Chapter 11 cases in which a Trustee has not been appointed (i.e. "Unsecured Creditors' Committee").

Step	Action
1	Select <b>Bankruptcy &gt; Motions/Applications</b> . Enter the case number - <b>Next</b> .
2	Verify case information. Search for the event by typing a keyword or partial words. The search is not case sensitive. Click to select <b>Compensation - Debtor's Counsel/Ch 11 Professional</b> - <b>Next</b> . Bypass the <b>Joint Filing with other Attorney(s)</b> screen - <b>Next</b> .
3	At <b>Select the Party</b> screen highlight the party and select <b>Next</b> or <b>Add/Create New Party</b> : <ul style="list-style-type: none"><li>• Enter the SSN/ITIN or Last/Business name to search for a party - <b>Search</b>.</li><li>• Highlight name from <b>Party Search Results</b> - <b>Select Name from List</b> - update information on <b>Party Information</b> screen - choose correct party <b>Role</b> - <b>Submit</b>.</li><li>• If no match is found - <b>Create New Party</b>.</li><li>• Type information in appropriate fields - choose correct party <b>Role</b> - <b>Submit</b>.</li><li>• The party should be highlighted - <b>Next</b>.</li></ul>
4	Create the attorney/party association by clicking in the check box. This establishes the link for electronic noticing - <b>Next</b> .
5	Type "Y" in the text field "Was a Hearing Notice Filed with This Motion?" - <b>Next</b> .
6	Select <b>Browse</b> to <b>Select the PDF Document</b> . Locate and verify the PDF document you wish to file. Select <b>Open</b> to attach the PDF - <b>Next</b> . Enter date, time and location of the hearing - <b>Next</b> .
	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.